



# TORQ Analysis of Payroll and Timekeeping Clerks to Bookkeeping, Accounting, and Auditing Clerks

## INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Payroll and Timekeeping Clerks	43-3051.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Bookkeeping, Accounting, and Auditing Clerks	43-3031.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

## OUTPUT SECTION:

Grand TORQ:

93

Ability TORQ				Skills TORQ				Knowledge TORQ			
Level			94	Level			92	Level			92
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Perceptual Speed	41	13	56	No Skills Upgrade Required!				No Knowledge Upgrades Required!			
Number Facility	51	10	62								
Category Flexibility	50	9	50								
Information Ordering	51	5	68								
Speech Recognition	44	5	62								
Near Vision	60	3	81								
Mathematical Reasoning	51	3	78								
Problem Sensitivity	44	3	72								
Selective Attention	39	2	56								
Inductive Reasoning	46	2	50								

LEVEL and IMPT (IMPORTANCE) refer to the Target Bookkeeping, Accounting, and Auditing Clerks. GAP refers to level difference between Payroll and Timekeeping Clerks and Bookkeeping, Accounting, and Auditing Clerks.

## ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Payroll and Timekeeping Clerks	Bookkeeping, Accounting, and Auditing Clerks	Importance
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Near Vision	57	60	81
Mathematical Reasoning	48	51	78
Problem Sensitivity	41	44	72
Oral Comprehension	53	53	68
Written Comprehension	55	53	68
Written Expression	44	44	68
Deductive Reasoning	50	50	68
Information Ordering	46	51	68
Oral Expression	57	53	65
Speech Clarity	39	37	65
Number Facility	41	51	62
Speech Recognition	39	44	62
Perceptual Speed	28	41	56
Selective Attention	37	39	56
Inductive Reasoning	44	46	50
Category Flexibility	41	50	50

## Skill Level Comparison - Abilities with importance scores over 69

Description	Payroll and Timekeeping Clerks	Bookkeeping, Accounting, and Auditing Clerks	Importance
Mathematics	60	56	83
Reading Comprehension	64	55	80
Time Management	63	59	72
Active Listening	66	57	71
Critical Thinking	62	60	69

## Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Payroll and Timekeeping Clerks	Bookkeeping, Accounting, and Auditing Clerks	Importance
Clerical	79	78	78

## Experience &amp; Education Comparison

Related Work Experience Comparison

Required Education Level Comparison



Description	Payroll and Timekeeping Clerks	Bookkeeping, Accounting, and Auditing Clerks	Description	Payroll and Timekeeping Clerks	Bookkeeping, Accounting, and Auditing Clerks
10+ years	0%	0%	Doctoral	0%	0%
8-10 years	0%	0%	Professional Degree	0%	0%
6-8 years	6%	6%	Post-Masters Cert	0%	0%
4-6 years	1%	2%	Master's Degree	0%	0%
2-4 years	32%	36%	Post-Bachelor Cert	0%	0%
1-2 years	25%	30%	Bachelors	8%	17%
6-12 months	17%	7%	AA or Equiv	3%	21%
3-6 months	5%	5%	Some College	28%	33%
1-3 months	1%	4%	Post-Secondary Certificate	16%	5%
0-1 month	0%	5%	High School Diploma or GED	41%	21%
None	10%	0%	No HSD or GED	0%	0%

  

Payroll and Timekeeping Clerks	Bookkeeping, Accounting, and Auditing Clerks
<b>Most Common Educational/Training Requirement:</b>	
Moderate-term on-the-job training	Moderate-term on-the-job training
<b>Job Zone Comparison</b>	
3 - Job Zone Three: Medium Preparation Needed	3 - Job Zone Three: Medium Preparation Needed
Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.	Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.
Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.	Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.
Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.	Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

## Tasks

Payroll and Timekeeping Clerks	Bookkeeping, Accounting, and Auditing Clerks
<b>Core Tasks</b>	<b>Core Tasks</b>
Generalized Work Activities:	Generalized Work Activities:
<ul style="list-style-type: none"> <li>Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.</li> <li>Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.</li> <li>Performing Administrative Activities - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.</li> <li>Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.</li> <li>Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up</li> </ul>	<ul style="list-style-type: none"> <li>Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.</li> <li>Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.</li> <li>Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.</li> <li>Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.</li> <li>Organizing, Planning, and Prioritizing</li> </ul>



functions, enter data, or process information.

### Specific Tasks

#### Occupation Specific Tasks:

- Compile employee time, production, and payroll data from time sheets and other records.
- Compile statistical reports, statements, and summaries related to pay and benefits accounts, and submit them to appropriate departments.
- Complete time sheets showing employees' arrival and departure times.
- Complete, verify, and process forms and documentation for administration of benefits such as pension plans, and unemployment and medical insurance.
- Compute wages and deductions, and enter data into computers.
- Coordinate special programs, such as United Way campaigns, that involve payroll deductions.
- Distribute and collect timecards each pay period.
- Issue and record adjustments to pay related to previous errors or retroactive increases.
- Keep informed about changes in tax and deduction laws that apply to the payroll process.
- Post relevant work hours to client files to bill clients properly.
- Prepare and balance period-end reports, and reconcile issued payrolls to bank statements.
- Process and issue employee paychecks and statements of earnings and deductions.
- Provide information to employees and managers on payroll matters, tax issues, benefit plans, and collective agreement provisions.
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.

### Detailed Tasks

#### Detailed Work Activities:

- compile data for financial reports
- compute financial data
- compute taxes
- enter time sheet information
- fill out business or government forms

Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

### Specific Tasks

#### Occupation Specific Tasks:

- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Calculate and prepare checks for utilities, taxes, and other payments.
- Calculate costs of materials, overhead and other expenses, based on estimates, quotations and price lists.
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Code documents according to company procedures.
- Compare computer printouts to manually maintained journals to determine if they match.
- Compile budget data and documents, based on estimated revenues and expenses and previous budgets.
- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Complete and submit tax forms and returns, workers' compensation forms, pension contribution forms, and other government documents.
- Comply with federal, state, and company policies, procedures, and regulations.
- Compute deductions for income and social security taxes.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Maintain inventory records.
- Match order forms with invoices, and record the necessary information.
- Monitor status of loans and accounts to ensure that payments are up to date.
- Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Perform financial calculations such as amounts due, interest charges, balances,



- maintain balance sheets
- maintain records, reports, or files
- prepare reports
- prepare tax reports
- process payroll documents, records, or checks
- reconcile or balance financial records
- use computers to enter, access or retrieve data
- use oral or written communication techniques

#### Technology - Examples

##### Accounting software

- Intuit Quicken software

##### Compliance software

- BSI ComplianceFactory

##### Data base user interface and query software

- Data entry software

- Microsoft Access

##### Electronic mail software

- Email software

- Microsoft Outlook

- Novell GroupWise

##### Human resources software

- ADP Enterprise HRMS

- API Navigator

- Human Resource MicroSystems HR Entre

- Sage Software Abra HRMS

##### Internet browser software

- Netscape Navigator

- Web browser software

##### Office suite software

- Microsoft Office

##### Presentation software

- Microsoft PowerPoint

##### Spreadsheet software

- Microsoft Excel

- Spreadsheet software

##### Time accounting software

- ADP eTIME

discounts, equity, and principal.

- Perform general office duties such as filing, answering telephones, and handling routine correspondence.
- Perform personal bookkeeping services.
- Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
- Prepare purchase orders and expense reports.
- Prepare trial balances of books.
- Receive, record, and bank cash, checks, and vouchers.
- Reconcile or note and report discrepancies found in records.
- Reconcile records of bank transactions.
- Transfer details from separate journals to general ledgers or data processing sheets.

#### Detailed Tasks

##### Detailed Work Activities:

- compile data for financial reports
- complete patient bills
- compute financial data
- compute taxes
- detect discrepancies on records or reports
- disburse checks to satisfy accounts payable
- enter time sheet information
- examine documents for completeness, accuracy, or conformance to standards
- fill out business or government forms
- fill out purchase requisitions
- maintain balance sheets
- maintain inventory of office forms
- maintain record of organization expenses
- maintain records, reports, or files
- maintain travel expense accounts
- operate bookkeeping machines
- operate business machines
- operate calculating devices
- perform clerical duties including typing, accepting orders, or sorting mail
- prepare bank deposits
- prepare billing statements
- prepare financial reports
- prepare reports
- prepare tax reports
- process account invoices
- process invoices
- process payroll documents, records, or checks
- receive or disburse cash related to



- ADP PC/Payroll
- Automated payroll software
- Automated timekeeping software
- BMH Open4 Payroll
- CyberShift Workforce Management 3G Time and Attendance
- EBS On Line InstaPay
- Galaxy Technologies TimeStar Enterprise
- Jantek Jupiter Time Attendance
- Kronos Workforce Payroll
- Mangrove Software HR20
- Microsoft Great Plains Personal Data Keeper
- NuView EBS
- Oracle PeopleSoft Payroll for North America
- Paychex Preview
- PDS Vista
- RSM McGladrey Clear Pay
- SAP Americas mySAP ERP Human Capital Management HCM
- TimePlus Payroll
- Ultimate Software UltiPro Workforce Management
- Unitime Systems Software
- Virtual Software Virtual Timecard
- WorkForce Software EmpCenter Time and Attendance

#### Word processing software

- Microsoft Word
- Word processing software

#### Tools - Examples

- 10-key calculators
- Desktop computers
- Computer terminals
- Personal computers

#### payments received

- reconcile or balance financial records
- sort books, publications, or other items
- take messages
- use accounting or bookkeeping software
- use computers to enter, access or retrieve data
- use spreadsheet software
- use word processing or desktop publishing software

#### Technology - Examples

#### Accounting software

- Accounting software
- Accounts payable software
- Accounts receivable software
- Accurate NXG
- ACS Technologies Group ACS FinancialSuite software
- Activant Solutions Activant Prophet 21
- AdaptaSoft CyberPay
- American HealthTech Financial
- Asset management software
- ATX Total Accounting Office
- ATX Total Engagement Office
- Automation Counselors municipiPAL
- Best MIP Fund Accounting
- BillingTracker software
- BLS Software Invoice!
- CCIS AccountAbility
- Cost accounting software
- CYMA IV Accounting for Windows
- Financial reporting software
- Financial statement software
- FlexiLedger software
- Fund accounting software
- General ledger software
- Heron CrossTie General Ledger



- Intuit QuickBooks

- Intuit Quicken software

- New Millennium Communications Genesis Accounting

- PROPHIX Enterprise

- Quicken Elite software

- Roundtable Software Advantage Accounting System

- Sage Peachtree

- Softrax Revenue Management

- UA Business Software Professional Edition

Compliance software

- Corporate Responsibility System Technologies Limited CRSTL Compliance Positioning System

- Financial compliance software

- FLS eDP Payrolltax

- Intrax ProcedureNet

- Paisley Cardmap

- Paisley Focus Control Assurance

- Paisley RiskNavigator

Data base user interface and query software

- Database software

- Microsoft Access

Document management software

- Accutrac software

- Document management software

- OmniRIM software

- Records management software

Electronic mail software

- Microsoft Outlook

Enterprise application integration software

- Business Objects Data Integrator

Enterprise resource planning ERP software

- AcornSystems Corporate Performance Management

- Advanced Management Systems (AMS) Winery Software



- AMS Services AMS Sagitta

- Business performance management BPM software

- Cartesis ES Magnitude

- Sage Software Sage MAS software

## Financial analysis software

- Auditing software

- AuditWare software

- MethodWare ProAudit Advisor

- Paisley AutoAudit

- Paisley IssueTrack

- Pentana audit work system PAWS

- RSM McGladrey Advanced Practice Solutions Paperless Audit

- RSM McGladrey Auditor Assistant

## Office suite software

- Microsoft Office

## Presentation software

- Microsoft PowerPoint

## Spreadsheet software

- Microsoft Excel

- Spreadsheet software

## Time accounting software

- ADP Pay eXpert

- Payroll software

## Transaction server software

- Tumbleweed SecureTransport

## Word processing software

- Microsoft Word

- Word processing software

## Tools - Examples

- Financial calculators

- Desktop computers

- Ledger sheets

- Notebook computers

- Receipt books





- Image scanners

### Labor Market Comparison

Description	Payroll and Timekeeping Clerks	Bookkeeping, Accounting, and Auditing Clerks	Difference
Median Wage	\$ 30,470	\$ 29,840	\$ ( 630)
10th Percentile Wage	\$ 22,470	\$ 21,450	\$ ( 1,020)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 35,970	\$ 35,600	\$ ( 370)
90th Percentile Wage	\$ 40,700	\$ 40,450	\$ ( 250)
Mean Wage	\$ 31,260	\$ 30,640	\$ ( 620)
Total Employment - 2007	650	7,220	6,570
Employment Base - 2006	672	8,118	7,446
Projected Employment - 2016	649	8,617	7,968
Projected Job Growth - 2006-2016	-3.4 %	6.2 %	9.6 %
Projected Annual Openings - 2006-2016	17	177	160

### National Job Posting Trends

Trend for Payroll and Timekeeping Clerks

Trend for  
Bookkeeping,  
Accounting,  
and Auditing  
Clerks



Data from [Indeed](http://Indeed.com)



## Recommended Programs

### Accounting Technician

Accounting Technology/Technician and Bookkeeping. A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

Institution	Address	City	URL
Central Maine Community College	1250 Turner St	Auburn	<a href="http://www.cmcc.edu">www.cmcc.edu</a>
Kennebec Valley Community College	92 Western Ave	Fairfield	<a href="http://www.kvcc.me.edu">www.kvcc.me.edu</a>
University of Maine at Machias	9 O'Brien Ave	Machias	<a href="http://www.umm.maine.edu">www.umm.maine.edu</a>
Northern Maine Community College	33 Edgemont Dr	Presque Isle	<a href="http://www.nmcc.edu">www.nmcc.edu</a>

### Accounting, Other

Accounting and Related Services, Other. Any instructional program in accounting not listed above.

No schools available for the program

## Maine Statewide Promotion Opportunities for Payroll and Timekeeping Clerks

O* NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
43-3051.00	Payroll and Timekeeping Clerks	100	3	650	\$30,470.00	\$0.00	-3%	17
43-9041.02	Insurance Policy Processing Clerks	92	2	1,810	\$31,380.00	\$910.00	-8%	22
43-9041.01	Insurance Claims Clerks	90	2	1,810	\$31,380.00	\$910.00	-8%	22
43-6011.00	Executive Secretaries and Administrative Assistants	89	3	3,330	\$38,830.00	\$8,360.00	6%	76
43-4011.00	Brokerage Clerks	89	3	270	\$39,120.00	\$8,650.00	-13%	8
43-3061.00	Procurement Clerks	88	3	0	\$33,300.00	\$2,830.00	-2%	5
13-2053.00	Insurance Underwriters	87	3	460	\$56,090.00	\$25,620.00	-1%	12
43-6012.00	Legal Secretaries	87	3	1,300	\$33,360.00	\$2,890.00	5%	29
13-1072.00	Compensation, Benefits, and Job Analysis Specialists	85	4	770	\$43,900.00	\$13,430.00	8%	23
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	84	3	920	\$45,210.00	\$14,740.00	-2%	21



13-2081.00	Tax Examiners, Collectors, and Revenue Agents	84	3	450	\$36,790.00	\$6,320.00	5%	13
13-2072.00	Loan Officers	83	3	1,450	\$49,380.00	\$18,910.00	9%	29
41-3031.01	Sales Agents, Securities and Commodities	82	4	0	\$65,230.00	\$34,760.00	5%	33
43-4061.00	Eligibility Interviewers, Government Programs	82	3	610	\$33,440.00	\$2,970.00	0%	11
13-2071.00	Loan Counselors	82	4	60	\$35,110.00	\$4,640.00	-3%	1

### Top Industries for Bookkeeping, Accounting, and Auditing Clerks

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Self-employed workers, primary job	000601	5.38%	113,743	121,179	6.54%
Accounting, tax preparation, bookkeeping, and payroll services	541200	4.66%	98,451	128,439	30.46%
Local government, excluding education and hospitals	939300	3.58%	75,743	85,089	12.34%
Management of companies and enterprises	551100	3.54%	74,902	86,347	15.28%
Religious organizations	813100	2.43%	51,362	61,638	20.01%
Elementary and secondary schools, public and private	611100	2.01%	42,388	44,668	5.38%
Employment services	561300	1.88%	39,742	50,299	26.56%
Colleges, universities, and professional schools, public and private	611300	1.73%	36,625	40,973	11.87%
Offices of physicians	621100	1.54%	32,556	41,015	25.98%
Automobile dealers	441100	1.53%	32,393	36,746	13.44%
General medical and surgical hospitals, public and private	622100	1.48%	31,189	34,529	10.71%
Residential building construction	236100	1.39%	29,311	33,007	12.61%
State government, excluding education and hospitals	929200	1.33%	28,013	27,489	-1.87%
Legal services	541100	1.31%	27,639	30,358	9.84%
Self-employed workers, secondary job	000602	1.17%	24,812	24,700	-0.45%

### Top Industries for Payroll and Timekeeping Clerks

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Accounting, tax preparation, bookkeeping, and payroll services	541200	8.45%	18,059	23,560	30.46%



Management of companies and enterprises	551100	5.64%	12,037	12,489	3.75%
Local government, excluding education and hospitals	939300	5.51%	11,780	11,910	1.10%
Employment services	561300	4.85%	10,350	11,790	13.91%
Elementary and secondary schools, public and private	611100	4.67%	9,971	9,457	-5.16%
General medical and surgical hospitals, public and private	622100	2.25%	4,805	4,788	-0.36%
Automobile dealers	441100	2.21%	4,730	4,830	2.10%
Nursing care facilities	623100	2.13%	4,543	4,444	-2.19%
Plumbing, heating, and air-conditioning contractors	238220	1.61%	3,441	3,497	1.63%
Federal government, excluding postal service	919999	1.57%	3,355	2,855	-14.92%
Colleges, universities, and professional schools, public and private	611300	1.48%	3,152	3,173	0.69%
Electrical contractors	238210	1.43%	3,053	2,881	-5.63%
General freight trucking	484100	1.29%	2,750	2,800	1.80%
Other specialty trade contractors	238900	1.27%	2,711	2,697	-0.53%
Nonresidential building construction	236200	1.26%	2,700	2,723	0.84%